

DEPARTMENT OF THE ARMY
HEADQUARTERS, I CORPS AND FORT LEWIS
Fort Lewis, Washington 98433-9500

FL Regulation
No. 5-2

Management
"TOAD IN THE ROAD" PROGRAM

1. PURPOSE. To outline policies, procedures, and responsibilities for implementing the Army Ideas for Excellence Program (AIEP), hereafter referred to as the Toad in the Road program.

2. APPLICABILITY. This regulation applies to all Fort Lewis units/activities to include subinstallations, tenant activities, Reserve units and organizations in our AR 5-9 area of responsibility.

3. REFERENCES.

- a. AR 5-17, The Army Ideas for Excellence Program (AIEP), 19 October 1990.
- b. FORSCOM Supplement 1 to AR 5-17 (AIEP), 1 September 1996.
- c. AR 672-20, Incentive Awards, 1 June 1993.
- d. DA Form 1045, Army Ideas for Excellence Program (AIEP) Proposal, August 1990.
- e. DA Form 2440, Suggestion Evaluation, October 1983.

4. GENERAL

a. The intent of the Toad in the Road program is to encourage soldiers and civilian employees to make recommendations which will save money, enhance productivity, remove unwarranted regulatory and other constraints, and otherwise benefit Fort Lewis, the Army and the United States Government. By offering an opportunity for participants to contribute voluntarily to the improvement of management and methods of doing business, the Toad in the Road program aspires to improve morale among those who suggest, and the Army work force in general. The Toad in the Road program will seek to find and implement innovative ways to manage the installation more efficiently while still performing the Defense mission effectively. This program will identify and try new ways to get the job done and increase productivity.

*This regulation supersedes FL Reg 5-2, 28 Dec 90.
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b. The Toad in the Road program will be administered, and decisions on suggestions will be made, entirely on the basis of merit, without regard to age, sex, race, color, religion, national origin, or physical or mental handicap. Participation by suggesters will always be voluntary.

c. Input for the Toad in the Road program will be accomplished using DA Form 1045, Army Ideas for Excellence Program (AIEP) Proposal.

d. Proposals that have been recommended for disapproval will be forwarded to the Garrison Commander (GC) for final disposition. In the event the GC disagrees with the evaluation, it will be resubmitted to the evaluating activity for additional information. If no agreement can be reached, a board consisting of the Deputy Garrison Commander, and two independent staff (DPCA, DOL, DOIM, PW, DOC, DPTMS) deputies, will convene to make the final decision.

5. RESPONSIBILITIES.

a. Garrison Commander (GC). Provides formal disapproval for proposals recommended by Fort Lewis activities. Determines which proposals should be referred to the Commanding General for decision.

b. Deputy Garrison Commander (DGC). Presides over a board consisting of himself and two staff activity deputies to provide a recommendation on any proposal recommended for review by the Garrison Commander.

c. Director of Resource Management (DRM). Is the Installation Program Manager. Provides overall coordination for the program. Receives and administratively controls proposals, determines eligibility or processing under the program, edits input for clarification and conciseness (or contacts submitter for clarification), assigns proposals to appropriate staff proponent for evaluation, and prepares proposals for submission to FORSCOM. Ensures that benefits from implemented proposals are documented and verifiable.

d. Staff Judge Advocate. Conducts legal reviews, when required, of requests prior to implementing, adopting or testing proposals. Prepares requests for statutory relief.

e. Commanders, Directors, Chiefs of General and Special Staff Offices.

(1) Appoint a primary and alternate point of contact (POC) for the Toad in the Road program. Submit individuals' names and telephone numbers to the DRM, and advise the DRM of any changes of the POC.

(2) Publicize the Toad in the Road program within the activity and ensure availability of DA Form 1045.

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(3) When designated as proponent, provide objective evaluation of proposals and determine benefits in accordance with chart at Appendix A.

(4) Formally evaluate proposals. Approve proposals within their scope of authority. Recommend approval of proposals that are beyond the scope of their authority. Recommend disapproval of proposals; disapproval authority for proposals is retained by the GC.

(5) When tasked, the activity deputy director will sit on a board chaired by the Deputy Garrison Commander to recommend a final decision on proposals that the Garrison Commander decides should be reviewed by the board. Board members will be designated on a rotating basis. The disapproving official or his representative will be invited to discuss and defend the proposed disapproval before the Board.

f. Tenant Organizations. Organizations that are tenants on Fort Lewis or a subinstallation of Fort Lewis have the same responsibilities as in paragraph 5d, above. In addition, tenant organizations will provide the name and mailing address of their Major Command AIEP program manager. Tenant organizations will submit their proposals as follows:

(1) Initial processing of all tenant proposals will be with the installation DRM.

(2) If the proposal pertains to tenant organization operations, it will be forwarded through the tenant's chain of command.

(3) If the proposal pertains to base operations support, it will be forwarded through Fort Lewis command channels.

6. PROCEDURES.

a. Input of Toad in the Road proposals. Proposals from Fort Lewis military and civilian personnel will be submitted on DA Form 1045 to AFZH-RMM, MS 22. The forms may be transmitted by any means available; e.g., hand carried, Optional Form 41, U.S. Government Messenger Envelope, etc. Further information can be obtained by telephone, 967-0912, message 967-IDEA (4332) or email: toads@lewis.army.mil.

b. Eligibility.

(1) A proposal will be considered when it:

(a) Is submitted by any individual (civilian or military) working or residing at Fort Lewis or a Fort Lewis subinstallation. This includes soldiers, civilian employees of any activity, contractor employees, and family members. Only soldiers and civilian employees of appropriated fund activities are eligible for cash awards in accordance with AR 5-17. Retired or otherwise separated employees and soldiers remain eligible for cash awards for ideas they submitted prior to leaving federal service. Nonappropriated fund employees may be eligible for cash awards in accordance with applicable
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nonappropriated fund employee management policies. Other personnel are not eligible for cash awards but will be recognized as indicated in paragraph 7a below.

(b) Provides a way to do a job better, faster, or less expensively.

(c) Simplifies or improves operations, tools, methods, procedures, layouts, or organizations.

(d) Increases individual or group productivity or manpower utilization.

(e) Conserves materials or property.

(f) Promotes health or improves working conditions.

(g) Greatly reduces the likelihood of serious accidents.

(h) Improves morale in terms of desirable and feasible personnel services, on-post welfare facilities, and personnel policy and practices.

(2) A proposal will not be considered when it:

(a) Appears to be a complaint or is of a frivolous or trivial nature. However, they may be forwarded to the proponent for information or action.

(b) Costs more to implement than the potential value.

(c) Substantially duplicates, in content, a proposal already under consideration in this program or by management to include any board, committee, organization, or official of Department of the Army.

(d) Proposes a procedure already in effect.

c. Idea disapproval due to regulatory guidance.

(1) No idea will be disapproved solely because it is contrary to applicable laws, regulations, or other written provisions; or, implementation of the idea or the amount of the cash award is prohibitive.

(2) Adoption of an idea, however, may be contingent upon a change to applicable laws, regulations, or other written provisions.

d. Evaluation of proposals.

(1) Proposals requiring evaluation will be forwarded to the proponent activity having primary interest in the subject. The activity POC will coordinate the evaluation. The evaluation should:

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(a) Be promptly prepared upon receipt on DA Form 2440. Suspense dates will be established on the basis of complexity of the issue. The normal suspense will be 10 duty days. After 10 days, if no response has been received, an e-mail reminder will be sent to the activity director with a copy furnished to the GC and DRM. If no response is received after the email reminder a memorandum to the director will be prepared for the Garrison Commander's signature.

(b) Be prepared by the individual most knowledgeable on the subject.

(c) Clearly recommend approval or disapproval with rationale for the recommendation. Give reasons for approval or disapproval of the proposal. If a proposal was already in existence or being considered prior to submission of the proposal, provide documentation to that effect in the evaluation.

(d) Dispute statements of fact which are known to be erroneous.

(e) Document expected monetary savings and/or implementation costs, cost avoidance and/or implementation costs.

(2) Proponent activities are responsible for verifying the information regarding the applicable directive, paragraph number and date of directive.

(3) When the evaluation is complete, the proposals and evaluations will be forwarded to the DRM. Proposals requiring higher headquarters approval will be forwarded to FORSCOM by the DRM.

e. Implementation of approved proposals. Proponents will implement, test, modify as needed, and evaluate proposals to determine actual benefits.

f. Distribution of savings. First year monetary savings (actual monetary savings as opposed to cost avoidance) will be retained by the organization affected.

7. RECOGNITION.

a. Submitter of approved proposals may receive "TOADBUSTER" T-shirts, caps, certificates, etc.

b. The use of monetary, nonmonetary and "time-off" (TO) awards for Toad in the Road submissions is encouraged. Monetary awards will be in accordance with the procedures in AR 5-17, Figures 5-1 and 5-2. TO awards will be in accordance with AR 672-20, paragraph 4-5. Effective 1 October 1998, monetary awards will be paid from a centralized fund maintained by the DRM.

8. CASH AWARDS.

a. Appropriate Major Activity Directors or equivalent in coordination with the Directorate of Resource Management can approve suggestion awards up to \$5,000. FL Reg 5-2

Awards with an estimated range of \$5,001 to \$10,000 will be forwarded to the Commander, I Corps and Fort Lewis for approval. Awards exceeding \$10,000 will be reviewed by the Commander, I Corps and Fort Lewis and referred to the Commander, FORSCOM for final approval.

b. Awards greater than \$500 dollars will required a job responsibility determination completed by the suggestor's supervisor. See sample at appendix B.

(AFZH-RMM, 967-0912)

FOR THE COMMANDER:

ZANNIE O. SMITH
Brigadier General, USA
Chief of Staff

APPENDIX A - Determination of Tangible/Intangible Benefits

APPENDIX B - Job Responsibility Questionnaire

DISTRIBUTION:

A, B, C, D, G

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APPENDIX A
DETERMINATION OF TANGIBLE/INTANGIBLE BENEFITS

1. The determination of whether benefits are tangible or intangible can usually be made by using two criteria:

a. What will it cost to adequately and accurately document the “savings”? Is it reasonable to spend the work hours required to properly document the benefits?

b. What will be accomplished with the resources “saved” (especially if it involves work hours)? How difficult will this be to properly document?

2. A good proposal can result in tangible and/or intangible benefits. For tangible benefits, it must be possible to substantiate the benefits with official records. For intangible benefits, judgment and reasonable estimates are acceptable. While proponents are responsible for developing the data to support benefits, the DRM is charged with ensuring the documentation of benefits is adequate and must ensure claimed benefits can be verified.

3. The best way to accomplish this is for the proponent and DRM to work jointly on the implementation plan, identify type of benefits and required documentation prior to approval of the plan, and work jointly to develop benefit calculations. However, the DRM is charged with the final decision as to whether the documentation adequately supports tangible or intangible benefits.

4. Amounts of awards for tangible and intangible benefits are determined as shown in AR 5-17, Figures 5-1 and 5-2.

APPENDIX B
JOB RESPONSIBILITY QUESTIONNAIRE

PART A.

YES NO

1. Is the contribution specifically called for in the suggester's job description?

2. Is the contribution specifically called for in the suggester's performance standards?

3. Is the suggestion a direct and logical result of a specific written task or assignment?

4. Has implementation been limited to the local installation?

IF THE ANSWER IS "NO" TO ALL FOUR QUESTIONS: STOP! The idea is outside job responsibility. So indicate, sign this questionnaire at the bottom, and return it to your local AIEP Office.

IF THE ANSWER IS "YES" TO ANY OF THE QUESTIONS ABOVE, proceed to Part B.

PART B.

1. Does the suggestion provide benefits sufficiently superior to warrant special recognition?

2. If YES, is the prospective award appropriate to the contribution made?

(REMEMBER: Implementation beyond the local level is warrant for an award based on use beyond the local, provided the suggester was not specifically assigned to provide such non-local service).

3. If NO to question 2, what amount would you recommend? _____

SIGNED: _____

(Include name and title)

IF YOU FIND THE SUGGESTION WITHIN JOB RESPONSIBILITY, THE INSTALLATION COMMANDER'S CONCURRENCE IS REQUIRED.

RETURN THIS QUESTIONNAIRE, WITH THE COMMANDER'S CONCURRENCE, IF NEEDED, TO THE INSTALLATION AIEP.

